

Minutes
Regular Session of the Breckenridge City Commission
September 1, 2020 – 5:30 PM
Breckenridge City Offices Commission Chambers
105 North Rose Avenue, Breckenridge, Texas 76424

Those Present: Bob Sims, Mayor; Tom Cyprian, Mayor Pro-Tem; David Wimberley, Commissioner; Russell Blue, Commissioner; Rob Durham, Commissioner; Heather Robertson- Caraway, Interim City Manager of Administration / City Secretary; Houston Satterwhite, Interim City Manager of Operations / Public Works Director; Stacy Harrison, Public Services Director; Calvin Chaney, Fire Chief; Brant Thurmond; Tony Pilkington and Carla McKeown, Breckenridge Texan; Anfernee D. Chachere, Breckenridge American; Don Bearden; Kevin Roach; Trey McDuff and Kevin Roach

Those Absent: None

1. **Call to Order:** Mayor Bob Sims at 5:30 P.M.
2. **Invocation Led By:** Reverend Don Bearden
3. **Pledge of Allegiance:** Reverend Don Bearden

Rob Durham came in at 5:32 p.m.

4. **Consider approval of minutes of the August 4th and August 17th, 2020 City Commission Meeting**

Commissioner Blue made a motion, seconded by Mayor Pro-Tem Cyprian for approval of minutes of the August 4th and August 17th, 2020 City Commission Meeting.

When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, Durham and Blue. Nays: None. Absent: None

5. **Citizens Presentations**

None

PUBLIC HEARING

6. **Public Hearing to receive comments concerning the budget for the City of Breckenridge for the 2020-21 fiscal year**

Open: 5:33 p.m.

None

Closed: 5:34 p.m.

CONSENT AGENDA

ALL ITEMS LISTED BELOW ARE CONSIDERED TO BE ROUTINE BY THE CITY COMMISSION AND WILL BE ENACTED WITH ONE MOTION, THERE WILL BE NO SEPARATE DISCUSSION OF ITEMS UNLESS A COMMISSION MEMBER OR CITIZEN SO REQUESTS, IN WHICH EVENT, THE ITEM WILL BE REMOVED FROM THE GENERAL ORDER OF BUSINESS AND CONSIDERED IN ITS NORMAL SEQUENCE.

7. **Request to approve Departmental Reports**

8. **Request to approve Resolution 20-19 for the appointment of members to the Board of Directors of the Breckenridge Economic Development Corporation**
9. **Request to approve Breckenridge Economic Development Corporation Budget for fiscal year October 1, 2020 through September 30, 2021**
10. **Request to approve Resolution 20-20 confirming and accepting securities pledged for Municipal funds while acting as City Depository**
11. **Request to approve Stephens County Appraisal District 2021 Budget and 2021-22 Reappraisal Plan**
12. **Request to approve the renewal of the Facility Use Agreement with Stephens County Humane Society for the Sis Clark Building**

Commissioner Durham made a motion, seconded by Commissioner Blue for consent agenda items 7-12. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, Durham and Blue. Nays: None. Absent: None

INDIVIDUAL CONSIDERATION

13. **Request to approve the Interlocal Agreement with Young County, the City of Graham, the City of Olney, and Stephens County for the Bond Supervision Officer**

Robertson-Caraway, Interim City Manager of Administration / City Secretary explained the new agreement will be taken over by Young County handling the position rather than the City of Graham. Our contribution will increase by \$500.00.

Commissioner Wimberley made a motion, seconded by Mayor Pro-Tem Cyprian to approve the Interlocal Agreement with Young County, the City of Graham, the City of Olney, and Stephens County for the Bond Supervision Officer. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, Durham and Blue. Nays: None. Absent: None

14. **Request to approve Interlocal Agreement with Stephens Memorial Hospital District for Senior Citizens**

Robertson-Caraway, Interim City Manager of Administration / City Secretary explained the commission approved an agreement in May. However, after further discussions with representatives from the County and Hospital District a change was made. On #3 of the agreement states it will be reviewed again in January to check revenue details and reconsider contributions by the City and County. This is to ensure the Hospital District is not losing money.

Commissioner Wimberley made a motion, seconded by Mayor Pro-Tem Cyprian to approve Interlocal Agreement with Stephens Memorial Hospital District for Senior Citizens. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, Durham and Blue. Nays: None. Absent: None

15. **Request to approve Facility Use Agreement with New Destination Church (NDC) for the Senior Center Building**

Robertson-Caraway, Interim City Manager of Administration / City Secretary spoke about New Destination Church' interest in renting the facility. NDC is interested in renting the property and possible purchase in

the future. They had originally asked for \$500.00 a month rent and would be responsible for all expenses. Commissioner Wimberley stated to sell a City building we would have to go thru the bid process. Robertson-Caraway stated she understood that, but the agreement is for renting the property only. Reverend Trey McDuff stated he was unsure they would be able to afford the \$1000.00 rent the City was asking but he would get with his board. Robertson-Caraway stated at this time you can approve the agreement and their board then has the option to sign or come back with a counteroffer. If a counteroffer is received, this item will appear on the next agenda.

Commissioner Wimberley made a motion, seconded by Pro-Tem Cyprian to approve Facility Use Agreement with New Destination Church (NDC) for the Senior Center Building. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, Durham and Blue. Nays: None. Absent: None

16. Request to accept BEDC board approval to provide up to \$50,000 for the sewer line project from Davis Road to 1250 Brown Road based on the lowest bid received from Fambro Construction

Satterwhite, Interim City Manager of Operations / Public Works Director stated we sought proposals for the new construction on the Industrial Loop and Fambro Construction came in with the lowest bid. BEDC has agreed to reimburse the City for the sewer line. Virgil Moore stated BEDC normally does not invest in infrastructure, but this will be a benefit for potential new business.

Commissioner Wimberley made a motion, seconded by Mayor Pro-Tem Cyprian to accept BEDC board approval to provide up to \$50,000 for the sewer line project from Davis Road to 1250 Brown Road based on the lowest bid received from Fambro Construction. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, Durham and Blue. Nays: None. Absent: None

17. Request to approve 1st reading of Ordinance 20-12 Cemetery Rules and Regulations

Robertson-Caraway, Interim City Manager of Administration / City Secretary explained this ordinance requires being read twice. The Ordinance will bring the Cemetery rules and regulations into the Code, where they need to be for public access and enforcement purposes. We have also added rules to incorporate the new Columbarium. Any fees will be reflected within the City Fee Schedule. There are individuals that consistently disregard the rules, and this will assist us with any issues that may come up. We do take into consideration that we will be dealing with those that are grieving and will work with everyone on a case by case basis the best we can.

Commissioner Blue made a motion, seconded by Pro-Tem Cyprian to approve 1st reading of Ordinance 20-12 Cemetery Rules and Regulations. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, Durham and Blue. Nays: None. Absent: None

18. Request to approve Resolution 20-21 to authorize Interim City Manager of Administration and the Mayor to secure a line of credit to alleviate any possible short-term cash flow

Robertson-Caraway, Interim City Manager of Administration / City Secretary spoke about this being standard for the last 5 or so years. We have been able to implement changes within the structure of the departments, these changes have enabled us to not need to access the line of credit. This is the first time in 3 or 4 years that we have not needed to access the line of credit and carry that debt into the next fiscal year. In January, the property taxes begin rolling in and always improves cashflow.

Commissioner Wimberley made a motion, seconded by Commissioner Durham approve Resolution 20-21 to authorize Interim City Manager of Administration and the Mayor to secure a line of credit to alleviate

any possible short-term cash flow. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, Durham and Blue. Nays: None. Absent: None

19. Request to approve Ordinance 20-13 Revising Chapter 20 – Traffic, Article I in In General; to Create Section 20-13 – Towing Uninsured Motor Vehicles

Robertson-Caraway, Interim City Manager of Administration / City Secretary stated Chief Cantrell had inquired about the possibility of an Ordinance, like the City of Graham, to tow uninsured vehicles from a traffic stop. I spoke with the Dee Peavy, DA and she liked what Graham has in place. This Ordinance provides the Police with the ability to tow uninsured vehicles.

Mayor Pro-Tem Cyprian made a motion, seconded by Commissioner Durham to approve Ordinance 20-13 Revising Chapter 20 – Traffic, Article I in In General; to Create Section 20-13 – Towing Uninsured Motor Vehicles. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, Durham and Blue. Nays: None. Absent: None

20. Request to approve Ordinance 20-14 End of Fiscal Year Budget Adjustments Amending Ordinance 19-13

Robertson-Caraway, Interim City Manager of Administration / City Secretary stated we do mid-year adjustments and end of year adjustments. This is done so the auditors do not have to make so many adjustments. We did get written up for not signing one paper.

Commissioner Durham made a motion, seconded by Commissioner Blue to approve Ordinance 20-14 End of Fiscal Year Budget Adjustments Amending Ordinance 19-13. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, Durham and Blue. Nays: None. Absent: None

21. Request to Ratify the Property Tax Revenue Reflected in the 2020-2021 Budget

Robertson-Caraway, Interim City Manager of Administration / City Secretary stated the next 3 items on the agenda have been discussed during the last 3 or 4 meetings. This data is derived from completing the Truth-in-Taxation worksheet from the State Comptroller. I do want to point out that there is specific wording required when the motion is made, this wording is provided in your packet highlighted in yellow. Basically, the tax rate we are adopting will collect as close to the same amount as last year which ends up being (\$4.89) less. Commissioner Durham stated that it will be important that the media present this information to the public accurately explained. Robertson-Caraway said we will be very transparent and will be available to answer any questions and provide any necessary documents that may be needed.

Commissioner Durham made a motion, seconded by Commissioner Blue "I move that the property tax rate be increased by the adoption of a tax rate of \$1.12229 which is effectively a (.000003) percent increase in the tax rate. This would be a debt service of \$0.28394 and a maintenance and operations rate of \$0.83835. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, Durham and Blue. Nays: None. Absent: None

22. Request to approve Ordinance 20-15 Adopting the Budget and Appropriated Resources for the Budget Year Beginning on October 1, 2020 and ending September 30, 2021

Latham, Assistant City Secretary handed out final budget to the Commission. Robertson-Caraway, Interim City Manager of Administration / City Secretary explained the Ordinance is highlighting the main funds and special funds.

Mayor Pro-Tem Cyprian made a motion seconded by Commissioner Wimberley to approve Ordinance 20-15 Adopting the Budget and Appropriated Resources for the Budget Year Beginning on October 1, 2020 and ending September 30, 2021. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, Durham and Blue. Nays: None. Absent: None

23. Request to approve Ordinance 20-16 Levying a Maintenance and Operating Tax Rate and a Debt Service Tax Rate for the City of Breckenridge, Texas, for the Tax Year 2020

Robertson-Caraway, Interim City Manager of Administration / City Secretary explained this is just like #21, making it official on the maintenance, operating and debt rates.

Commissioner Durham made a motion seconded by Mayor Pro-Tem Cyprian to approve Ordinance 20-16 Levying a Maintenance and Operating Tax Rate and a Debt Service Tax Rate for the City of Breckenridge, Texas, for the Tax Year 2020. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, Durham and Blue. Nays: None. Absent: None

24. Request to approve Ordinance 20-17 City Fee Schedule Amending Ordinance 19-15 & 19-18

Robertson-Caraway, Interim City Manager of Administration / City Secretary stated every year we put all fees for the City in one Ordinance to cut down on publishing cost. The water and sewer increases have been updated within this fee schedule.

Commissioner Wimberley made a motion seconded by Mayor Pro-Tem Cyprian to approve Ordinance 20-17 City Fee Schedule Amending Ordinance 19-15 & 19-18. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, Durham and Blue. Nays: None. Absent: None

25. Request to openly discuss offer from the Breckenridge Industrial Foundation

Bob Sims, Mayor stated he was having problems worrying about the Breckenridge Industrial Foundation giving the City money. He also stated Heather Robertson-Caraway and Houston Satterwhite are doing a great job. He was thinking it would be best for the City to work the problems out. Commissioner Wimberley spoke to Sims and explained this would benefit the City and now Mayor Sims is on board with the idea.

No Motion Needed

26. Request to take action on:

- a. offer of financial assistance from Breckenridge Industrial Foundation; and

Commissioner Wimberley stated the offer from Breckenridge Industrial Foundation is to fund and use Strategic Government Resources to provide an Interim City Manager. Strategic Government Resources sent over some applications that I forwarded to Robertson-Caraway – we have reviewed and discussed. Wimberley explained we need to make a motion to accept the financial help as proposed at the last meeting.

Commissioner Wimberley made a motion seconded by Mayor Pro-Tem Cyprian to accept offer of financial assistance from Breckenridge Industrial Foundation. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, Durham and Blue. Nays: None. Absent: None

- b. agree to contract with Strategic Government Resources; and

Commissioner Wimberley stated we need to contract with Strategic Government Resources that the Industrial Foundation has offered to fund for an Interim City Manager.

Commissioner Wimberley made a motion seconded by Mayor Pro-Tem Cyprian to agree to contract with Strategic Government Resources. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Durham, Wimberley and Blue. Nays: None. Absent: None

- c. form an advisory committee to review city manager candidates and make recommendations to commission

Commissioner Wimberley stated we have already spoke to Strategic Governments Resources and they have sent applications over for review. Wimberley explained we need to formally agree to make a contract with SGR using the funds given by Breckenridge Industrial Foundation. Durham stated we need to make it clear this is for an Interim City Manager only. Houston Satterwhite, Interim City Manager of Operations / Public Works Director stated we should be inquiring about a full time City Manager if we are going to spend that amount of money. Wimberley disagrees and stated we just need to find someone to see what changes need to be made hire an Interim and then look for someone permanent.

Commissioner Wimberley made a motion seconded by Commissioner Blue to a form an advisory committee to review city manager candidates and make recommendations to commission. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley and Blue. Nays: Durham. Absent: None

27. City Manager Reports

- a. National Night Out

National Night Out is set for October 6th from 6:00-8:00

28. Items from the City Commission not requiring formal action.


None

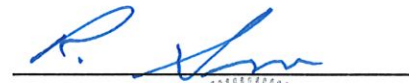
29. Adjourn

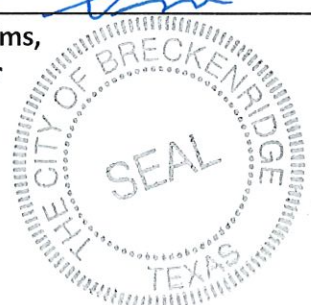
Commissioner Wimberley made a motion, seconded by Mayor Pro-Tem Cyprian to adjourn the meeting. When the motion was put to vote, it prevailed as follows: Ayes: Sims, Cyprian, Wimberley, Durham and Blue. Nays: None. Absent: None

Meeting closed at 6:31 PM

ATTEST


Heather Robertson- Caraway, CCCII, TRMC
Interim City Manager of Administration / City Secretary


Bob Sims,
Mayor



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